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EA

DDA Registry
85-0353/9
16 APR 1985

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: CIA Committees

REFERENCE: Note for EXO/DDA fm EXDIR, dtd 10 April 85, Same Subject

1. The following is in response to your request for additional information on 13 Directorate of Administration (DA) committees reported as having been abolished. In the reference, you requested answers to the following questions: (1) what the committees do or used to do, (2) their composition, and (3) how their activities or functions will be continued if, in fact, that is necessary.

2. The comments below are keyed to your specific questions and are broken down by individual committee for easy reference.

a. Recruitment Advertising Committee: Reviewed all proposed recruitment advertising to ensure that the advertising met Federal Personnel Manual guidelines, disclosed nothing classified, and correctly portrayed the image of the Agency. It was composed of representatives from the Offices of Security and Public Affairs, and chaired by the Deputy Director of Personnel. It was determined that leaving the prior coordinating responsibilities intact was enough to satisfy the formal requirements; therefore, it was recommended the committee itself be disbanded.

b. Building Planning Committee: The purpose of this committee was to plan and discuss initial requirements for the new building. Membership was comprised of Office of Logistics (OL) personnel, representatives from all Agency Directorates, and a member of the DCI staff. The committee achieved their primary function of initial planning prior to the establishment of the New Building Project Office (NBPO) and the NBPO has assumed the functions and activities on design and construction for the new building.

c. Output Media Working Group: The function of this group was to examine output media text production and computer output devices. Additionally, they recommended solutions to hardware configuration for the Office of Logistics' Printing and Photography Division (OL/P&PD), the Office of Communications (OC), and the Office of Information Technology (OIT). Representatives from these Offices comprised the membership of this working group. All of their tasks were completed in May 1984, and the committee was disbanded.



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d. Off-Campus Advisory Committee: Representatives from the Office of Training and Education (OTE) and other interested Agency components developed the curriculum for the [redacted] Off-Campus Program. The committee also acted as the selection body for Agency instructors. After several years of operating, the committee was dissolved and the functions are now handled routinely by the OTE Training Support Division.

e. Microform Publications Exception Review Board: The purpose of this committee was to review and evaluate requests for exceptions to reducing instructional paper holdings overseas to microfiche. The Board was comprised of representatives from OC and chaired by the Chief of the OC/OL Information Management Center. The functions of this group are currently being handled by OC personnel responsible for publishing OC literature. They request exceptions through the OC Executive Assistant for D/OC approval.

f. Technical Education Advisory Board: The functions and responsibilities of this Office of Communications Internal Board are currently being re-examined for possible reinstatement.

g. Logistics Officer Training Committee: The purpose of this committee was to conduct a study and develop training programs for OL professional and blue collar employees. The group was comprised of representatives from internal OL components and was disbanded when a full range of OL training programs were developed and the results reported to the D/OL.

h. Ad Hoc Committee for CT Training: Was formed to determine the logistics portion of the Career Trainees (CT) training program. An OL/CT along with members from internal OL components comprised the committee membership. Once their goal was accomplished, the committee was formally disbanded.

i. Management Advisory Committee: Advised the Director of Finance (D/OF) and OF management on the concerns of OF careerists both from a career and professional point of view relative to attitudes, positions, and OF policy issues. The group was composed of internal OF careerists selected by the D/OF on a rotational basis. The functions of this committee are now resolved on an informal basis with the D/OF meeting with 15/20 Finance careerists bi-monthly to discuss OF management and policy matters.

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j. Media Support Committee: This was an ad hoc committee comprised of representatives from OTE Headquarters [redacted] [redacted] to study the media needs, including hardware and personnel for the OTE instructional classroom requirements. Once the initial decisions were made, the committee became relatively inactive and their duties were assumed by the OTE Media Support Branch.

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25X1 k. Space Advisory Board: Originally made up of representatives from various OTE administrative units, this group planned and executed proposals for long-range space requirements at the Chamber of Commerce (CoC) [redacted]. Once the initial work was completed, the board met infrequently on an informal basis and their duties have been assumed by the OTE Training Support Division and the Chief, Administration Division.

l. Computer Working Group: Representatives from each of OTE's Divisions made up this committee and it was formed as a means of sharing information and solving problems relating to the introduction of automation into OTE. Once the decisions about equipment location were made and the initial concerns alleviated, the group was no longer needed. Any problems related to automation are now referred to the OTE ADP Control Officer or to operators in the OTE Information Center (data access center).

m. Travel Policy Advisory Committee: This group was comprised of representatives of internal OTE administrative units. They met to set rates for travel to training facilities and to establish policies for the utilization of the Air Proprietary to move students and staff to remote training sites. Their duties were not ongoing and once their goals were completed, the committee was disbanded.

25X1 [redacted]
Harry E. Fitzwater

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Central Intelligence Agency
Washington, D.C. 20505

DD/A Registry

85-0353/8

Executive Director

4/10/85

Ed,

The DCI responded positively to ^{the} attached memo, but now would like a further report identifying:

- what the committees do or used to do
- their composition
- how their activities or functions will be continued if, in fact, that is necessary

Would appreciate it if you could cover these aspects for each of the 13 elements bracketed on the attached. I don't think we need to address the groups in paragraphs 2 and 3 since school is still out on their final form, but will defer to your judgment on this.



reply by
15 april

STAT

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		XXXXXXXXXX		
5	DDI		X		
6	DDA				
7	DDO		X		
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20	C/EA/DO		X		
21	D/OEA/DI		X		
22					

SUSPENSE

Date

Remarks

STAT

Executive Secretary

16 Apr 85

Date

3637 (10-81)

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Next 2 Page(s) In Document Denied

DDS&T-241/85

10 MAR 1985

MEMORANDUM FOR: Executive Director

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: CIA Advisory Committees and Panels

REFERENCE: ER 85-247/6, dtd 5 Mar 85, Subject: CIA Committees

1. I have no objection to abolishing either the Interdirectorate Planning Group or the Emergency Planning Panel.

2. The Camouflage, Concealment and Deception Technical Review Group should be retained. The group serves as a useful forum for a wide range of government organizations, both within and outside the Intelligence Community. The NIO for Foreign Denial and Intelligence Activities and the Director of NPIC have agreed to refocus its work and to subordinate it as an advisory group to the newly created Foreign Deception and Denial Analysis Committee.

3. In addition to the three panels mentioned above, I believe the Scientific and Technical Advisory Panel's value should be reviewed. The IC Staff's Open Source Action Group should be eliminated. It appears to be covering old ground and thus consuming valuable time that could be better employed on other work.

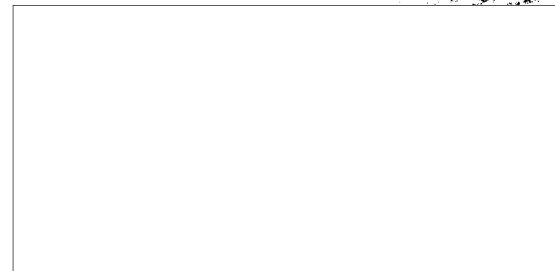
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R. E. Hineman



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CONFIDENTIAL

14 MAR 1985

MEMORANDUM FOR: Executive Director

25X1

FROM:

[REDACTED]
Acting Deputy Director for Operations

SUBJECT: CIA Committees

REFERENCE: ER 85-247/5, dated 5 March 1985,
Same Subject

I agree with your suggestion to abolish the Interdirectorate Planning Group, the Emergency Planning Panel and the Clandestine Technical Collection Panel, with the functions of the latter two assumed by other entities in the manner indicated. As for the few remaining committees of immediate concern to the DO, I recommend no changes at this time.

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C/PCS [REDACTED] (14 Mar 85)

Distribution:

- 0 - EXDIR
- 1 - ER
- 1 - DDO
- 2 - DDO [REDACTED]
- 1 - C/PCS

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25X1

CONFIDENTIAL

DCI
EXEC
REG

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: James H. Taylor
Executive Director

SUBJECT: CIA Committees

1. Prompted by a memorandum from the President regarding reform of Federal advisory committees, the DCI asked me recently to revisit the subject of Agency committees which was explored in some depth a little over a year ago. The attached papers will give you the flavor of my exchange with the DCI on this subject. It is clear that the DCI wishes to be responsive to the spirit of the President's memorandum, although he understands that we are technically exempt from its provisions.

2. I've reviewed the earlier descriptions of Agency committees, the DCI's comments on them, and the follow-up material submitted for his consideration. As a result, I've identified a few committees or panels which I suggest we recommend to the DCI be abolished unless you argue otherwise. I'm quite willing to be guided by your judgment. Those identified in your area or in which you have some interest are:

- o the Interdirectorate Planning Group which existed to coordinate long-range planning at the Agency level; and
- o the Emergency Planning Panel chaired by the CIA Emergency Coordinator whose duties will be absorbed by the Office of Current Production and Analytic Support in the DI and the Policy Coordination Staff in the DO; and
- o the Camouflage, Concealment and Deception Technical Review Group. Three other centers are involved in some way with this problem: The Deception and Denial Analysis Committee under the Intelligence Producers Council; the Foreign Intelligence Capabilities Group of the DI's Collection Requirements and Evaluation Staff; and the National Intelligence Officer for Foreign Denial and Intelligence Activities. Please explore possibilities for consolidation with the DI and the NIO, and give me the benefit of your thinking.

3. In addition to your comments on the above committees, I solicit your thoughts regarding any other changes needed in the structure or scope of the remaining committees or panels under your cognizance. I've asked the other deputies to comment separately on similar matters under their purview. I will base my reply to the DCI on the guidance I receive from all of you in these matters.

James H. Taylor

Attachments

Distribution:
Orig - Addressee w/atts
1 - ER w/atts
1 - ExDir w/atts

CONFIDENTIAL

5 MAR 1985

MEMORANDUM FOR: Deputy Director for Operations

FROM: James H. Taylor
Executive Director

SUBJECT: CIA Committees

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- o the Emergency Planning Panel chaired by the CIA Emergency Coordinator whose duties will be absorbed by the Office of Current Production and Analytic Support in the DI and the Policy Coordination Staff in the DO; and
- o the Clandestine Technical Collection Panel whose concerns are being seen to by the DS&T's Collection Group.

3. In addition to your comments on the above committees, I solicit your thoughts regarding any other changes needed in the structure or scope of the remaining committees or panels under your cognizance. I've asked the other deputies to comment separately on similar matters under their purview. I will base my reply to the DCI on the guidance I receive from all of you in these matters.

 James H. Taylor

Attachments

Distribution:

Orig - Addressee w/atts
1 - ER w/atts
1 - ExDir w/atts

/TAT (4 March 1985)

Approved For Release 2009/08/11 : CIA-RDP87M00539R000300340008-1

CONFIDENTIAL

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: James H. Taylor
Executive Director

SUBJECT: CIA Committees

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2. I've reviewed the earlier descriptions of Agency committees, the DCI's comments on them, and the follow-up material submitted for his consideration. As a result, I've identified a few committees or panels which I suggest we recommend to the DCI be abolished unless you argue otherwise. I'm quite willing to be guided by your judgment. Those identified in your area or in which you have some interest are:

- o the Interdirectorate Planning Group which existed to coordinate long-range planning at the Agency level;
- o the Emergency Planning Panel chaired by the CIA Emergency Coordinator whose duties will be absorbed by the Office of Current Production and Analytic Support in the DI and the Policy Coordination Staff in the DO;
- o the Political-Military Advisory Panel, described earlier as moribund;
- o the Nuclear Test Monitoring Working Group whose requirements are now being met by a working group under the Joint Atomic Energy Intelligence Committee; and
- o the Priority Collection Projects Panel whose requirements probably could be incorporated into the Future Intelligence Requirements Forecast under the Intelligence Producers' Council.

3. In addition to your comments on the above committees, I solicit your thoughts regarding any other changes needed in the structure or scope of the remaining committees or panels under your cognizance. I've asked the other deputies to comment separately on similar matters under their purview. I will base my reply to the DCI on the guidance I receive from all of you in these matters.

James H. Taylor

Attachments

Distribution:
Orig - Addressee w/atts
1 - [redacted]

CONFIDENTIAL

5 MAR 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. Taylor
Executive Director

SUBJECT: CIA Committees

1. Prompted by a memorandum from the President regarding reform of Federal advisory committees, the DCI asked me recently to revisit the subject of Agency committees which was explored in some depth a little over a year ago. The attached papers will give you the flavor of my exchange with the DCI on this subject. It is clear that the DCI wishes to be responsive to the spirit of the President's memorandum, although he understands that we are technically exempt from its provisions.

2. I've reviewed the earlier descriptions of Agency committees, the DCI's comments on them, and the follow-up material submitted for his consideration. As a result, I've identified a few committees or panels which I suggest we recommend to the DCI be abolished unless you argue otherwise. I'm quite willing to be guided by your judgment. Those in which you have had some interest are:

- o the Interdirectorate Planning Group which existed to coordinate long-range planning at the Agency level; and
- o the Emergency Planning Panel chaired by the CIA Emergency Coordinator whose duties will be absorbed by the Office of Current Production and Analytic Support in the DI and the Policy Coordination Staff in the DO.

3. In addition to your comments on the above committees, I solicit your thoughts regarding any other changes needed in the structure or scope of the remaining committees or panels under your cognizance. I've asked the other deputies to comment separately on similar matters under their purview. I will base my reply to the DCI on the guidance I receive from all of you in these matters.

James H. Taylor

Attachments

Distribution:

Orig - Addressee w/atts

1 - ER w/atts

1 - ExDir w/atts

JAL (4 March 1985)

CONFIDENTIAL

DCI
EXEC
REG

12 February 1985

85- 247/2

Executive Director


NOTE FOR: DCI

VIA : DDCI

SUBJECT : Reform of Federal Advisory Committees

I have your note on looking at all of our various advisory committees. I have just reviewed about 9 inches of paper, which you saw about 13 months ago in response to your request. My admittedly superficial examination suggests that you agreed last year that most of the committees we do have in existence serve some worthwhile purpose. I obviously will do anything you want, but I do not recommend examining this problem again so soon after our last review.

STAT


James H. Taylor

*Last time I was
overwhelmed by the
paper - It should not
take long to look at
what they do & decide what they
are worth in relation to what we
put into them WJC*

re: ER 85-247/1

Executive Registry

85- 247/1


8 February 1985

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff

FROM: Director of Central Intelligence

SUBJECT: Reform of Federal Advisory Committees

Although this Presidential directive may not apply to the Intelligence Community, I think we should undertake on our own the same kind of review of Agency committees.



William J. Casey

Attachment:
ER 85-247

cc: DDA

Executive Registry

R5- 247

THE WHITE HOUSE
WASHINGTON

January 22, 1985

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reform of Federal Advisory Committees

Federal agencies receive outside advice, information, and assistance from some 900 advisory committees, councils, boards, and commissions. They include a total of about 20,000 members, at a combined annual cost of approximately \$74 million. About two-thirds are established by statute.

A recent analysis found that 284 advisory committees reported no significant accomplishments during the last reporting period, and of these, 161 reported no activity whatever. The study also found that in many cases agencies failed to give serious consideration to the policy recommendations of committees.

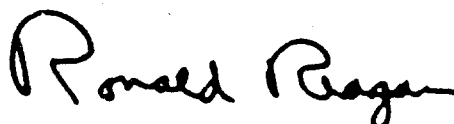
It is evident that many advisory committees are not serving a useful purpose, and should be eliminated. It is also obvious that valuable committees are not receiving proper support and attention from agency leadership. Elimination of needless committees and improved management of the remainder will result in increased committee credibility and better advice and information at lower cost to the government.

Therefore, you should undertake a thorough review of your agency's committees and achieve the following objectives:

1. Assure that all committees are effectively managed, that they are provided adequate policy guidance, that recommendations are evaluated, and cost savings achieved wherever possible.
2. Eliminate all committees not producing significant results, or whose advice is no longer needed by the government. Legislation would be required to abolish committees established by statute.

The Office of Management and Budget and the General Services Administration will assist you in this effort and will report overall progress, consistent with the annual review required by the Federal Advisory Committee Act.

In the interest of good management, I urge your continued attention to this matter.



FEDERAL ADVISORY COMMITTEE ACT

[86 Stat. 770, P.L. 92-463, October 6, 1972, 5 U.S.C.A., App. I, p. 71]

§ Section 4. Applicability; restrictions.

(a) The provisions of this Act or of any rule, order, or regulation promulgated under this Act shall apply to each advisory committee except to the extent that any Act of Congress establishing any such advisory committee specifically provides otherwise.

(b) Nothing in this Act shall be construed to apply to any advisory committee established or utilized by—

- (1) the Central Intelligence Agency; or
- (2) the Federal Reserve System.

(c) Nothing in this Act shall be construed to apply to any local civic group whose primary function is that of rendering a public service with respect to a Federal program, or any State or local committee, council, board, commission, or similar group established to advise or make recommendations to State or local officials or agencies.